

111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
(707) 459-4601 TEL  
(707) 459-1562 FAX

**WILLITS CITY COUNCIL  
AGENDA  
FEBRUARY 11, 2015 ♦ 6:30 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call
2. **PUBLIC COMMUNICATIONS**  
*Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.*
3. **PUBLIC MATTERS**
  - a. Introduction of Boy Scout Troop 212 – “Citizenship in the Community” Merit Badge Project
  - b. Discussion and Possible Action Regarding Solid Waste of Willits Franchise Agreement
  - c. Update on the City’s Emergency Water Supply Project
4. **CONSENT CALENDAR**  
*Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.*  
*The following items are recommended for approval as follows:*
  - a. City Council Minutes – January 28, 2015
  - b. Resolution Approving the Recognized Obligation Payment Schedule (ROPS) 2015-16A for July through December 2015 and the July through December 2015 Administrative Budget
  - c. Resolution Establishing a New Mendocino Transit Authority (MTA) Bus Stop on Haehl Creek Drive Near the Southern Intersection with Marcela Drive
5. **INFORMATIONAL REPORTS**  
*Matters that do not require action by the City Council but are of public interest.*
  - a. Disbursements Journal(s):
    - Warrant Nos. 25787-25793, Totaling \$108,405.27
    - Warrant Nos. 25794-25865, Totaling \$129,955.01
  - b. Building Inspection Activity Report(s) – January 2015
  - c. Business License Activity Report(s) – January 2015
  - d. Sales Tax Digest Summary – 3<sup>rd</sup> Quarter Report 2014
6. **RIGHT TO APPEAL**  
*Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.*
7. **COMMISSIONS, AGENCIES AND AUTHORITIES**  
*The Willits City Council meets concurrently as the City of Willits Planning Commission and City of Willits Successor Agency.*
8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**
  - a. Verbal Reports – No Action

**9. DEPARTMENT RECOMMENDATIONS**

- a. Administration (*City Clerk, Finance, Human Resources, Legal*)
- b. Public Safety
- c. Community Development (*including Planning, Building, and Code Enforcement*)
- d. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)

**10. CITY COUNCIL AND COMMITTEE REPORTS**

- a. Mendocino Council of Governments (MCOG)
- b. Local Agency Formation Commission (LAFCO)
- c. Mendocino Transit Authority (MTA)
- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
- e. Economic Development and Financing Corporation (EDFC)
- f. League of California Cities
- g. Water & Wastewater Systems Committee
- h. Revit-ED Committee
- i. Finance Committee
- j. Ad Hoc Committees
  - Caltrans Bypass Project
  - Solid Wastes of Willits Franchise Agreement
  - Solar Array Project
  - Main Street Improvements
  - Willits Center for the Arts
- k. Other Committee Reports

**11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**

**12. ENACTMENT OF ORDINANCES**

**13. GOOD & WELFARE**

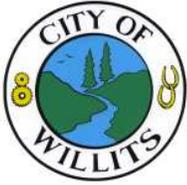
**14. CLOSED SESSION NOTICE**

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037
- b. Conference with Real Property Negotiators Pursuant to Government Code §54956.8 – Willits Justice Center, Located at 125 East Commercial Street, Willits, California 95490; Agency Negotiator: Adrienne Moore, City Manager, H. James Lance, City Attorney, and Gerardo Gonzalez, Chief of Police; Negotiating Parties: County of Mendocino; Under Negotiation: Potential Acquisition, Price, and Terms
- c. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: People of the State of California and the City of Willits v. Remco Hydraulics, Inc., et al. (United States District Court – Northern District of California, Case No. C-96-6283 SI 12/22/2000)

**15. ADJOURNMENT**

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.*

*Dated this 6<sup>th</sup> day of February, 2015.  
Cathy Sanders, Deputy City Clerk*



**AGENDA SUMMARY REPORT**

**To:** Honorable Mayor and Council Members

**From:** Ad Hoc Committee – Solid Wastes of Willits Franchise Agreement

**Agenda Title:** DISCUSSION AND POSSIBLE ACTION REGARDING SOLID WASTES OF WILLITS FRANCHISE AGREEMENT

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: 30-45 min.

**Summary of Request:** The current Franchise Agreement with Solid Wastes of Willits (SWOW) for the Collection, Transportation, Disposal and Recycling of Garbage, Refuse and Rubbish will expire on October 31, 2015. An Ad Hoc Committee was formed to discuss a new Franchise Agreement and to meet with SWOW to negotiate a new contract. Consisting of Council members Ron Orenstein and Madge Strong, City Manager Adrienne Moore, Finance Director Susie Holmes, and Mike Sweeney, General Manager of Mendocino Solid Waste Management Authority (MSWMA), the Ad Hoc Committee began meeting in May, 2014, meeting regularly with just the committee members in attendance, and then with Jerry Ward and Emmett Jones of SWOW.

Several items for discussion were identified, with most of them resulting in agreement by all parties. There were other items that failed to reach consensus between the Ad Hoc Committee and SWOW, or within the Ad Hoc Committee itself. It is felt by the Ad Hoc Committee that it's an appropriate time for the full City Council to be brought up to date with the details of the negotiations, for discussion and direction for further action.

The Attachments that accompany the Agenda Summary Report describe the items that were agreed upon as well as those that require discussion and direction from the City Council.

**Recommended Action:** Provide direction to the Ad Hoc Committee regarding further negotiations with Solid Wastes of Willits (SWOW).

**Alternative(s):** 1. Direct the Ad Hoc Committee to continue negotiations with SWOW, and direct the City Manager to prepare an RFP to seek proposals from other companies to take over the City Franchise; *OR*  
2. Direct the Ad Hoc Committee to end negotiations with SWOW and direct the City Manager to prepare an RFP for new Franchise proposals.

**Fiscal Impact:** Unknown at this time, depending on the final agreement.

**Personnel Impact:** Potential manpower savings relative to street-sweeping.

**Reviewed by:**  City Manager  City Attorney  Finance Director  Human Resources  Risk

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**SOLID WASTES OF WILLITS FRANCHISE AGREEMENT NEGOTIATIONS**

**AGREEMENTS BY BOTH PARTIES**

**Annual Rate Adjustment Procedures**

It was agreed by all parties that the following data would be used to calculate the annual rate adjustments:

- Recycling Commodity Value Adjustments
- Diesel Fuel Pass Through
- Consumer Price Index (CPI)
- Landfill Tipping Fee Pass Through

The rate adjustment will occur each January 1<sup>st</sup> during the term of the Agreement. Each of the four adjustment components would use a change in data measured from the August 31<sup>st</sup> data point of the current year (12 months).

**Assignment**

In the event that ownership of SWOW, and subsequently the Franchise Agreement, is to change hands, the sale would be subject to approval by the City that “will not be unreasonably withheld”. The assignment would be allowed “only if SWOW notifies the City, submits a Disclosure Statement; the party to which the franchise is being transferred has the financial means, experience and capabilities to fulfill the requirements in the Agreement; and that the party to which the franchise is being transferred demonstrates that the best interest of the public will be served, service levels will not decline or rates increased as a result of the transfer. If the City has approved the transfer of the Agreement, the City has the right to require a competitive bid or request for proposal at any time during the remainder of the Agreement term.”

This language has been agreed upon by all parties.

**Other Services**

SWOW has agreed to the following, as does the Ad Hoc Committee:

- Clean shrink wrap will be accepted at the Transfer Station at no charge to the public
- SWOW will continue to provide free service to all City properties at no charge, and will eliminate the disposal fees that had been charged. This amounts to a savings of about \$350 per month to the City.
- SWOW will continue to provide service at no cost to service clubs or non-profit organizations that hold an annual event within the City. This free service will also be provided for creek cleanups.

**SOLID WASTES OF WILLITS FRANCHISE AGREEMENT NEGOTIATIONS**

**ANALYSIS BY COUNCILMEMBER ORENSTEIN**

The following covers items for which there is a lack of consensus in the Ad Hoc Committee or between the Ad Hoc Committee and SWOW. Addendum B presents one option for the City Council to consider:

**Rate Reduction**

Financial statements provided by SWOW show the Operating Income (Profit) for SWOW, comparing the Willits Division to the total Consolidated enterprise. The Consolidated enterprise includes the Willits Division. The yearly average for the period from 2007 through 2013 shows that the Willits Division accounted for 15.42% of the Consolidated Revenue, 14.79% of the Consolidated Expenses and 24.65% of the Operating Income. It appears that the Willits Division contributes a disproportionate share of the profits, leaving some room for rate reductions.

Because of this, it was felt there was justification to ask SWOW for monetary concessions. To this end, the Ad Hoc Committee presented the following options:

1. Provide a rate reduction for services, to be determined by SWOW for the City's review and approval.
2. Keep the rates at their current level, and freeze them for five (5) years, with no cost of living adjustment (COLA) during that time.
3. SWOW would assume the responsibility of street sweeping, taking over from City staff. This currently costs the City \$30,000 per year in manpower, equipment and supplies. Caltrans currently has a contract with the City for street sweeping services for which they pay the City \$13,300 per year. Once the bypass is completed and opened, it's expected that this contract will be renegotiated with Caltrans to reflect the fact that North Main Street will no longer be the responsibility of Caltrans.

SWOW proposed the following:

- Freeze rates to residential, commercial and industrial customers for one (1) year, beginning January 1, 2015
- Provide street sweeping services as currently performed by the City. The City will provide the daily route schedules and other required street sweeping service information.
- The City will sell to SWOW the City's fully depreciated street sweeper, attachments and supplies at a fair market value of \$500.

Option one from the Ad Hoc Committee:

- Freeze the rates to residential, commercial and industrial customers for three (3) years, beginning January 1, 2015
- During this three (3) year period, any reduction in the CPI would result in the same reduction in the rates.
- SWOW will provide street sweeping services as currently performed by the City at no cost to the City, for the full term of the Franchise Agreement.
- SWOW will provide their own street sweeper to accomplish this, and the City will retain ownership and possession of its street sweeper for its own use.

## Food Waste

The Ad Hoc Committee, other City Council members and City Staff have expressed the desire for SWOW to provide a service that would permit the separation and collection of food waste from trash, with the food waste being turned into compost. To provide this service, two “programs” have been proposed:

One “program”, for ease of reference, we'll call it Plan C, involves placing food waste into the green yard waste cans that are currently provided. SWOW would collect the yard waste, as it now does, with the food waste, and deliver it to a permitted facility for processing to compost. While the City and the Ad Hoc Committee is intentionally avoiding the requirement that the food waste/green waste be sent to any particular composter, it's generally recognized that if this option is chosen, Cold Creek Compost would most likely be the designated site.

The other “program” is proposed by SWOW, we'll call it Plan S, and consists of SWOW providing each household with a small kitchen container and a supply of biodegradable bags. The food waste would be placed in the bags and tied, then placed in the green waste cans. The green waste cans would be collected by SWOW on a bi-weekly basis – as it currently is – and taken to the Transfer Station where the load will be dumped on the Transfer Station floor. The biodegradable bags will be removed from the yard waste and sent to the C&S facility in Lakeport where it will be sent through a composting machine.

In either case, Plan C or Plan S, the food waste would be placed in the green waste/yard waste cans and collected every other week. It would naturally be desirable to pick up this material every week, but that would require hiring another driver with extra costs to SWOW.

Because “The Devil is in the details”, it would be helpful in the decision making process to examine each step of Plan C and S:

Plan S would involve the small kitchen container and biodegradable bags, the homeowner placing their food waste in the bag, tying it up, and putting it in the green waste can. Under Plan C, the homeowner would either put the food waste in a plastic bag of their own – probably the type of bag that Safeway uses, and is in the process of being banned – then carry the bag out to the green waste can, or, they would simply dump the food waste into the green waste can without putting it in a separate bag.

During certain times of the year, the green waste container will be mostly empty, except for the food waste which will be either in a biodegradable bag, a “Safeway type” plastic bag, or loose. It's inevitable that maggots and flies will quickly gather.

Under both Plans, the green waste cans will be collected by SWOW in their compacter trucks and taken to the Transfer Station where the contents will be dumped on the floor. Under Plan C, the load – green waste and food waste – will then be transferred to another truck to be transported to the compost company. Under Plan S, the load that has been dumped on the floor will be sifted through by SWOW employees, separating the biodegradable bags from the green waste. The bags will then be placed in another truck to be transported to the C&S facility in Lakeport where it will be placed in a mechanical composting machine. It's likely that some of the bags will be broken sometime during the trip to the Transfer Station, which will require that the SWOW employees pick up the loose garbage on the floor to be placed in the truck going to Lakeport.

Under Plan C, any food waste that had been placed in a “grocery type” plastic bag would have to be removed from the bag at the composting station, because the plastic bags are not able to be composted.

Under both Plans, the common problem is the bi-weekly pickup, as noted above. One way to resolve this is to have the food waste placed in the trash containers that are collected every week, and are usually seldom empty, like the green waste cans often are. Under this scenario, both Plan S and Plan C will have the trash dumped on the Transfer Station floor with the biodegradable bags being separated by hand, again.

Another factor that affects both plans is the cost to the rate payer. Under Plan S, SWOW has assured the ad hoc committee that there would be no additional costs to the rate payer, except for the annual cost of living adjustment. Under Plan C, there would be a tipping fee that would be passed on to the rate payer. A long term agreement with the composting company would need to be entered into in order to lock in the pass through rate, and there would need to be assurances that the composter would have a long-term lease for the property on which it is located.

Plan C would permit the composting of a broad range of materials, including: yard trimmings, brush, logs with no size limit, paper, cardboard, source separated construction and demolition materials (including nails, doorknobs, joist hangers), sheet rock, food waste, soiled paper, manure, cat litter, straw and dirt. Plan S would be limited to green waste/yard waste and food waste.

Option one (recommendation) from the Ad Hoc Committee:

- Have the food waste placed in the trash cans for pickup every week
- Adopt Plan S to avoid any additional pass through costs to the rate payer.

**SOLID WASTES OF WILLITS FRANCHISE AGREEMENT NEGOTIATIONS**

**ANALYSIS BY COUNCILMEMBER STRONG**

After numerous meetings of the Ad Hoc committee (in-house and with Jerry Ward and Emmet Jones of SWOW), we have arrived at consensus on a number of issues and still have several significant unresolved issues. This report summarizes some options on the unresolved issues.

A. TRANSFER STATION AGREEMENT

From the City's perspective the unresolved issues on the Transfer Station Agreement are relatively minor. SWOW would like to include indirect costs in calculating self-haul gate fee rates. On this point, I believe the public interest in keeping rates low (to avoid illegal dumping) is served by not raising the gate fee above current rates. SWOW also questions the Contract Administration Fee of \$0.25 per ton, believing that the administrator has not adequately itemized his expenses to justify this fee (which comes to \$7,700 in 2014). The Administrator has provided general information about the extent of his time and effort, which I believe is sufficient. The fee is consistent with other contracts in the County, and this seems an insignificant point to belabor or hold up the agreement

B. FRANCHISE AGREEMENT

The two remaining issues in contention could be considered separately or they could be inter-related. Set forth separately, they are:

**1. Rates.** At issue is whether there should be a reduction in rates for Willits customers. There are two main rationales supporting a reduction:

a) A comparison with other rates in the County shows that, a typical 35 gallon residential customer in the City of Willits pays 8% more than in Ukiah. The more rural (thus more expensive to serve) Franchise Area #2 surrounding Willits pays virtually the same rate as the denser, easier to serve City of Willits.

b) An analysis of SWOW's proprietary financial records made available to the Ad Hoc committee shows that over the past seven years, the Willits Division (one of 10 accounts within SWOW) netted substantially higher profits than the consolidated total. While all operations benefit from spreading fixed costs, it seems the Willits Division customers are paying a rate that essentially subsidizes other divisions.

SWOW has offered two concessions: a one-year rate freeze in the current year (which amounts to foregoing an approximately 1.5% adjustment this year); and taking over the City's street sweeping operation at no added cost to rate-payers. I believe this is not the best offer we could attain. Unless further concessions are forth-coming, one way to find out would be to enter into a competitive RFP process.

**2. Food & Organic Waste.** The second issue, taken separately, is the City's desire (and the State's mandate) to maximize diversion of the waste stream to beneficial uses, specifically methods to handle food and other organic material wastes. SWOW is proposing to handle food wastes by providing customers with kitchen receptacles and bio-degradable bags; the bags would be placed in the green yard waste bins, picked up bi-weekly, with the bags removed by hand at the Transfer Station and taken for processing to a facility in Lake County.

SWOW has not offered weekly pick-up of green bins, but a possible variation on their proposal would be to put the food waste bags into the garbage (so it is picked up weekly). However, this might add difficulty and more cost to the task of separating all the food waste bags. Although SWOW says this proposal (either variation) would be at no added cost to rate-payers, clearly they must charge enough to cover the service. As yet, this proposal has not addressed how food wastes from the larger volume accounts, such as restaurants, fast food and grocery stores, would be handled, since the small bio-degradable bags would clearly not work. To our knowledge this system (either variation) has not yet been in widespread use.

An alternative approach, used with success in close to 100 cities for a number of years, does not require bio-degradable bags but rather puts food and other organic wastes directly in with the green yard wastes, all of which are processed together at a facility licensed to handle them and turn it into commercial compost. To be successful, weekly pick-up is highly recommended if not essential. As one example, Portland reports that almost 80% of households are putting food waste into the green bins, and tonnage of solid waste going to the landfill has been reduced by 36% since implementing this approach in 2011.

There may be different opinions about the relative convenience, efficiency, and costs of this “mixed organics waste” alternative, but one definite advantage is that it handles a larger volume of the waste stream, including soiled paper, cardboard, source-separated construction and demolition materials, sheet rock, manure, cat litter, straw and dirt as well as food waste. Little or no manual separation of smaller bags within the green bins is required. It also can be used without difficulty for larger volume commercial customers. Because of these substantial advantages, the Council could direct that further negotiations address concerns raised by SWOW (regarding long-term contract and tipping rates) and come to acceptable terms to implement this approach.

**3. Combined Proposal:** SWOW has already offered their approach to handling food wastes and adding street sweeping service without *raising* rates, but they’ve offered a trivial rate freeze and no increase in pick-up frequency. The City could counter-offer: no freeze or reduction in rates but implement a mixed food & organic waste diversion system, with weekly pick-up of both green and recycling bins, plus street sweeping. This increase in services would be in lieu of reducing or freezing rates. With increased opportunities for diversion and weekly pick-ups, motivated customers could reduce their cost by going to smaller trash containers. If highly successful, this program might enable eventually going to bi-weekly trash pick-ups, as Portland has done, benefiting diversion goals and lowering the costs to the service-provider.

If this combined proposal is not considered desirable to City Council or is rejected by SWOW, alternatives could be:

- a) Prepare a Request for Proposals and receive competitive bids based on similar criteria (mixed organics waste, weekly pick-up of all bins, with or without including street sweeping service).
- b) Accept SWOW’s proposal for handling food waste and not increasing pick-ups of green and recycling bins, but insist on a multi-year freeze on rates or a one-time reduction (again with an RFP option if terms are not agreed to within a specified time).
- c) Accept SWOW’s offers more-or-less as is, with minor fine-tuning.



111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
(707) 459-4601 TEL  
(707) 459-1562 FAX

**WILLITS CITY COUNCIL  
MINUTES  
WEDNESDAY, JANUARY 28, 2014**

Mayor Burton called a regular meeting of the City Council to order at 6:30 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

**Roll Call:** Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Rod Wilburn, Public Works Director; Susie Holmes, Finance Director; and Cathy Sanders, Deputy City Clerk.

**OFF AGENDA ITEM**

*(Amendment to the agenda requires a 4/5<sup>th</sup> vote of the City Council)*

**Moved by Stranske/Seconded by Orenstein and carried unanimously to add the following item to the agenda:**

**CLOSED SESSION NOTICE**

Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: People of the State of California and the City of Willits v. Remco Hydraulics, Inc., et al. (United States District Court – Northern District of California, Case No. C-96-6283 SI 12/22/2000)

**2. PUBLIC COMMUNICATIONS**

City Manager Moore introduced this year's Willits contestants for Miss Mendocino, Shyanne DeMarco, Amanda Mason, Emily Oberg, and Michaela Terrell. Each of these young ladies spoke about their platforms for the upcoming year, if they were to win the title of Miss Mendocino. The City Council gave each one a warm welcome, and wished them luck.

**3A. PROCLAMATION DESIGNATING "PAINT THE TOWN RED WEEK" – FEBRUARY 2<sup>ND</sup> THROUGH 7<sup>TH</sup>, 2015**

Mayor Burton read the proclamation and presented it to Martha Barra, owner of Barra of Mendocino Winery. Ms. Barra thanked the City of Willits for this special presentation, and included those who have been involved with creating this event. Lynn Kennelly, Willits Chamber of Commerce Director informed the community of this very special event that will be taking place February 2<sup>nd</sup> - 7<sup>th</sup>. The event is to bring awareness to our community regarding Heart Disease for Women. Barra of Mendocino, Willits Chamber of Commerce, and the Local First Committee are asking the merchants to "Paint the Town Red" by decorating their windows red this week and promote Heart Health. Ms. Kennelly pointed out, that Barra of Mendocino has been the engine behind this event and has notified more than 5000 people of the spectacular day planned at Barra of Mendocino Winery for Saturday, February 7<sup>th</sup>. Commenting that there will be wine tasting, chocolate sampling, food demonstrations, and local vendors, come and enjoy the fun. Ms. Kennelly also informed the community of the Heart, Health, and Wellness

presentation being held Tuesday, February 3<sup>rd</sup>, from 5:30 to 6:30 at the Willits Senior Center. Mayor Burton commented that Willits' very own Edie Ceccarelli could be a poster child for women in good health, as she is turning 107 on February 5<sup>th</sup>.

**Public Comment:** None.

**No action taken; Presentation only.**

### **3B. UPDATE ON THE CITY'S EMERGENCY WATER SUPPLY PROJECT**

Rod Wilburn, Public Works Director commented that the slab for the Groundwater Treatment Plant has been completed, with an estimated time of 3 weeks for the actual building to be installed. Mr. Wilburn also informed the council that the City should be receiving the 401 permit from Regional Water Quality Control any day.

**Public Comment:** None.

**No action taken.**

### **4. CONSENT CALENDAR**

*The following item(s) are recommended for approval:*

- a. City Council Minutes:
  - December 10, 2014 – **Approved**
  - January 13, 2015 – Special Meeting – **Approved**
  - January 14, 2015 – **Approved**
  - January 20, 2015 – Special Meeting – **Approved**

**Moved by Madrigal/Seconded by Orenstein and carried unanimously to approve Consent Calendar items (a).**

### **5. INFORMATIONAL REPORTS**

*Matters that do not require action by the City Council but are of public interest.*

- a. Disbursements Journal(s):
  - Warrant Nos. 25715-25721, Totaling \$36,994.79
  - Warrant Nos. 25722-25786, Totaling \$ 152,497.50
- b. Written Update from Caltrans Regarding the Willits Bypass Project

### **6. RIGHT TO APPEAL**

None presented.

### **7. COMMISSIONS, AGENCIES AND AUTHORITIES**

None presented.

### **8A. CITY MANAGER REPORTS**

City Manager Moore reported she and Finance Director Holmes are charting a course for this year's budget process, with the first order of business being the Mid-Year Budget Review, combining this with the revisit of the council goals workshop that was conducted a few years back. The first workshop will be held on Monday, February 23<sup>rd</sup>, with a community follow-up session being held on Saturday, March 21<sup>st</sup>; Labor Negotiations will commence in late March or early April; note, Health Care information regarding any changes will be presented at the April REMIF Board meeting. City Manager Moore and Finance Director Holmes will be attending this board meeting and will report back to both the city council and the negotiations process; Management Staff is meeting with the new Human Resources Consultant to look into what our needs and challenges are.

**No action taken.**

**9. DEPARTMENT RECOMMENDATIONS**

- a. Administration:
  - City Clerk did not report.
  - Finance did not report.
  - Human Resources did not report.
  - Legal did not report.
- b. Public Safety:
  - Police Chief Gonzalez thanked the Finance Department for assisting with reports for the COPS Grant; State of California approved the purchase of ergonomic furniture for the new 911 upgrade; the Police Department assisted with traffic control for the bypass incident until CHP arrived; and answered a traffic accident call in the center median at Gregory Lane.
- c. Community Development did not report.
- d. Public Works & Engineering
  - Rod Wilburn, Public Works Director reported that a portion of the crew has been working on the Water Supply Project, while others have been dedicated to keeping up the parks. With the department being short staffed, this has resulted in no street sweeping around town, but street sweeping will resume as soon as possible; Water Plant Project is starting to wind down, with just a few items to complete; the second pump at the reservoirs is now in place, with the third one arriving this week. Engineering Department has been working on several projects, one being finalizing the plans for Humboldt Street.
- e. Water & Wastewater Systems – no further reports.

**10. CITY COUNCIL AND COMMITTEE REPORTS**

- a. Mendocino Council of Governments (MCOG) meets February 2<sup>nd</sup>.
- b. Local Agency Formation Commission (LAFCO) meets February 2<sup>nd</sup>.
- c. Mendocino Transit Authority (MTA) met and reviewed the Ridership Survey that was conducted by an outside consulting firm. Results from the survey proved there is a high level of satisfaction with the service of MTA.
- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) did not meet.
- e. Economic Development and Financing Corporation (EDFC) did not meet.
- f. League of California Cities did not meet.
- g. Water & Wastewater Systems Committee did not meet.
- h. Revit-ED Committee did not meet.
- i. Finance Committee did not meet.
- j. Ad Hoc Committees
  - Caltrans Bypass Project – did not meet.
  - Solid Waste of Willits Franchise Agreement – met and discussed putting the agreement on the February 11<sup>th</sup> council meeting agenda for discussion and possible action.
  - Solar Array Project – did not meet.
  - Main Street Improvement – did not meet.
- k. Other Committee Reports – no further reports.

**11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**

Councilmember Madrigal commented that she would like the City Council to be apprised of any new updated information regarding the bypass incident, and commended both the Little Lake Fire Department and the Willits Police Department for their immediate response to the incident. Councilmember Madrigal also informed the public of the tragic fire and earthquake that had taken place in Fortuna.

**12. ENACTMENT OF ORDINANCES**

None presented.

**13. GOOD & WELFARE**

Councilmember Strong informed the public of a presentation by John Jeavons, "Planning Your Summer Garden" taking place on Sunday, February 1<sup>st</sup>, 4:00 p.m.

*ADJOURNED TO CLOSED SESSION AT 7:16 P.M.*

**14. CLOSED SESSION NOTICE**

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037

Council reconvened to open session at 9:07 p.m., with no action to report from Closed Session.

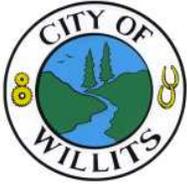
**Moved by Stranske/seconded by Orenstein and carried unanimously to adjourn the meeting at 9:07 p.m.**

\_\_\_\_\_  
BRUCE BURTON, Mayor

ATTEST:

\_\_\_\_\_  
CATHY SANDERS, Deputy City Clerk

*COUNCIL MEETING RECORDINGS: City Council meetings are video recorded and broadcast live on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month on Public Access Channel 3 and rebroadcast on Saturday and Sunday at 5:00 p.m. on Government Channel 64. DVD's are available for check-out or may be purchased (with advance notice) for \$15.00 at City Hall.*



Item No. **4b**

Meeting Date: **February 11, 2015**

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Susan Holmes, Finance Director, and Gordon Elton, Consultant

**Agenda Title:** ADOPT RESOLUTION TO APPROVE THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2015-16A FOR JULY THROUGH DECEMBER 2015 AND A JULY THROUGH DECEMBER 2015 ADMINISTRATIVE BUDGET

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: N/A

**Summary of Request:** The Successor Agency is being asked to consider the *ROPS 2015-16A and July – December 2015 Administrative Budget*, as follows:

The Dissolution Act requires the Successor Agency to approve a Recognized Obligation Payment Schedule (ROPS) every six months. The ROPS is a document that includes all of the anticipated “enforceable obligations” of the former Redevelopment Agency that must be administered by the Successor Agency. The Successor Agency is being asked to consider adoption of the ROPS 2015-16A for obligations anticipated in the July through December 2015 period. It mainly consists of debt service payments, the SERAF loan repayment, and administrative costs to wind down the Successor Agency.

The Successor Agency is also required to adopt an administrative budget by the Dissolution Act. The ROPS incorporates a proposed Administrative Budget of \$60,000 for the July through December 2015 portion of the fiscal year. The proposed budget is based on actual administrative costs incurred by the Successor Agency in prior ROPS periods and estimates for costs for the upcoming period.

Once adopted by the Successor Agency the ROPS must be transmitted to the State Department of Finance, the County Executive Officer, and the County Auditor/Controller at the same time it is submitted to the Oversight Board.

An Oversight Board meeting has been scheduled for February 24, 2015. Once approved by the Successor Agency’s Oversight Board the final ROPS 2015-16A will be submitted to the State Department of Finance and the County-Auditor Controller by March 3, 2015. If it is not approved and submitted by March 3rd, the Successor Agency will be subject to a late-fee of \$10,000 per day.

**Recommended Action:** Adopt the Resolution approving the ROPS 2015-16A for the period July through December 2015 and July through December 2015 Administrative Budget.

**Fiscal Impact:** All future Successor Agency expenditures must be placed on the ROPS and approved by the Oversight Board and Department of Finance.

**Personnel Impact:** Some staff time will be involved in the continuing business of winding down the affairs of the former redevelopment agency, but the details of those processes are difficult to quantify because of constantly changing rules, forms and reporting requirements for administering the Successor Agency.

**Reviewed by:**  City Manager  City Attorney  Finance Director  Human Resources  Risk

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**RESOLUTION NO. 2015-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS, SITTING AS THE SUCCESSOR AGENCY TO THE FORMER WILLITS REDEVELOPMENT AGENCY APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2015-16A FOR JULY THROUGH DECEMBER 2015 AND APPROVING A JULY THROUGH DECEMBER 2015 ADMINISTRATIVE BUDGET**

WHEREAS, pursuant to Assembly Bills ("AB") x1 26 and 1484 (or the "Dissolution Act", as codified in the California Health & Safety Code), the City of Willits elected to become the Successor Agency to the former Willits Redevelopment Agency ("Successor Agency"); and

WHEREAS, among the duties of successor agencies is the preparation of a recognized obligation payment schedule ("ROPS") for the ensuing six-month period for consideration by a local oversight board and California Department of Finance ("DOF") for administering the wind-down of financial obligations of its former redevelopment agency; and

WHEREAS, the Dissolution Act requires that the proposed ROPS be transmitted to the local oversight board, county auditor-controller, county executive officer, and DOF, after which time the oversight board may approve and transmit the adopted ROPS to DOF, the State Controller, and the county auditor-controller for their consideration; and

WHEREAS, the proposed ROPS 2015-16A for the six-month period from July 1, 2015 through December 31, 2015, attached hereto as Exhibit "A", has been prepared by staff and consultants consistent with the provisions of the Dissolution Act and in the format made available by DOF; and

WHEREAS, the Dissolution Act requires the Successor Agency to prepare a proposed administrative budget and submit it to its Oversight Board for approval; and

WHEREAS, the proposed ROPS 2015-16A includes an administrative budget of \$60,000 for the July - December portion of Fiscal Year 2015-16, to pay for staffing, operating costs, and professional administrative services related to the wind-down of the former redevelopment agency out of the administrative cost allowance permitted by the Dissolution Act; and

WHEREAS, the Successor Agency desires to approve the ROPS 2015-16A and the related Administrative Budget and transmit it to various parties as required by the Dissolution Act.

NOW, THEREFORE, BE IT RESOLVED that the Successor Agency to the Willits Redevelopment Agency does hereby resolve as follows:

SECTION 1. The Recitals set forth above are true and correct and incorporated herein by reference; and

SECTION 2. The Successor Agency hereby approves and adopts the ROPS 2015-16A covering the period of July through December 2015, in substantially the form attached hereto as Exhibit A, as required by the Dissolution Act.

SECTION 3. The Successor Agency hereby approves and adopts the July through December 2015 Administrative Budget, which is incorporated in the ROPS.

SECTION 4. Successor Agency staff is hereby authorized to transmit and post a copy of the ROPS 2015-16A as required by the Dissolution Act and to take such further actions as may be necessary or appropriate to carry out the Successor Agency's obligations pursuant to this Resolution.

SECTION 5. The Successor Agency Secretary shall certify to the adoption of this Resolution.

The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_ seconded by Councilmember \_\_\_\_\_, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 11<sup>th</sup> day of February, 2015 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
BRUCE BURTON, Mayor  
City Council of the City of Willits

ATTEST:

\_\_\_\_\_  
CATHY SANDERS, Deputy City Clerk

**EXHIBIT "A"**  
**RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2015-16A**  
**JULY THROUGH DECEMBER 2015**

**CITY OF WILLITS SUCCESSOR AGENCY**

**Recognized Obligation Payment Schedule (ROPS 15-16A) - Summary**

Filed for the July 1, 2015 through December 31, 2015 Period

Name of Successor Agency: Willits  
 Name of County: Mendocino

<b>Current Period Requested Funding for Outstanding Debt or Obligation</b>	<b>Six-Month Total</b>
<b>Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding</b>	
<b>A Sources (B+C+D):</b>	<b>\$ -</b>
B Bond Proceeds Funding (ROPS Detail)	-
C Reserve Balance Funding (ROPS Detail)	-
D Other Funding (ROPS Detail)	-
<b>E Enforceable Obligations Funded with RPTTF Funding (F+G):</b>	<b>\$ 224,506</b>
F Non-Administrative Costs (ROPS Detail)	174,506
G Administrative Costs (ROPS Detail)	50,000
<b>H Current Period Enforceable Obligations (A+E):</b>	<b>\$ 224,506</b>

<b>Successor Agency Self-Reported Prior Period Adjustment to Current Period RPTTF Requested Funding</b>	
I Enforceable Obligations funded with RPTTF (E):	224,506
J Less Prior Period Adjustment (Report of Prior Period Adjustments Column S)	(47,677)
<b>K Adjusted Current Period RPTTF Requested Funding (I-J)</b>	<b>\$ 176,829</b>

<b>County Auditor Controller Reported Prior Period Adjustment to Current Period RPTTF Requested Funding</b>	
L Enforceable Obligations funded with RPTTF (E):	224,506
M Less Prior Period Adjustment (Report of Prior Period Adjustments Column AA)	-
<b>N Adjusted Current Period RPTTF Requested Funding (L-M)</b>	<b>224,506</b>

Certification of Oversight Board Chairman:  
 Pursuant to Section 34177 (m) of the Health and Safety code, I  
 hereby certify that the above is a true and accurate Recognized  
 Obligation Payment Schedule for the above named agency.

	Chair
	Title
	Date

/s/

Signature

CITY OF WILLITS SUCCESSOR AGENCY

Recognized Obligation Payment Schedule (ROPS 15-16A) - ROPS Detail  
 July 1, 2015 through December 31, 2015  
 (Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K					P	
										M						Six-Month Total
										Funding Source						
										Non-Redevelopment Property Tax Trust Fund (Non-RPTTF)			RPTTF			
Bond Proceeds	Reserve Balance	Other Funds	Non-Admin	Admin												
Item #	Project Name / Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	Bond Proceeds	Reserve Balance	Other Funds	Non-Admin	Admin	Six-Month Total	
1	2002 Tax Allocation Bonds	Bonds Issued On or	9/1/2002	9/1/2024	U. S. Bank	Bonds issued to fund non-housing	Willits Improvement	\$ -	N	\$ -	\$ -	\$ -	\$ 174,506	\$ 50,000	\$ 224,506	
2	Administrative Costs	Admin Costs	2/1/2012	9/1/2024	City of Willits	Administrative Costs	Willits Improvement and Development Project Area		N					50,000	50,000	
3	Tax Bond Trustee Fees to US Bank	Fees	9/1/2002	9/1/2002	U. S. Bank	Annual Trustee fee	Willits Improvement and Development Project Area		N			3,000			3,000	
9	Loan from L&M Income Fund	SERAF/ERAF	5/26/2010	6/30/2015	County of Mendocino	LMIH Fund Loan to RDA to pay 2010 SERAF	Willits Improvement and Development Project Area		N				171,506		171,506	
10	Debt service payment reserve	Reserves	9/1/2002	9/1/2024	U. S. Bank	Reserve held to enable debt service payment in next ROPS period pursuant to H&SC Section 34171(d)(1)	Willits Improvement and Development Project Area		N							
11									N						\$ -	
12									N						\$ -	
13									N						\$ -	
14									N						\$ -	
15									N						\$ -	
16									N						\$ -	
17									N						\$ -	
18									N						\$ -	
19									N						\$ -	

CITY OF WILLITS SUCCESSOR AGENCY

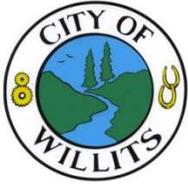
**Recognized Obligation Payment Schedule (ROPS 15-16A) - Report of Cash Balances**  
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see [https://rad.dof.ca.gov/rad-sa/pdf/Cash\\_Balance\\_Agency\\_Tips\\_Sheet.pdf](https://rad.dof.ca.gov/rad-sa/pdf/Cash_Balance_Agency_Tips_Sheet.pdf).

A	B	C	D	E	F	G	H	I	
Cash Balance Information by ROPS Period		Fund Sources						Comments	
		Bond Proceeds		Reserve Balance		Other	RPTTF		
		Bonds Issued on or before 12/31/10	Bonds Issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, Grants, Interest, Etc.	Non-Admin and Admin		
<b>ROPS 14-15A Actuals (07/01/14 - 12/31/14)</b>									
1	Beginning Available Cash Balance (Actual 07/01/14)				141,287	2,738	204,111		
2	Revenue/Income (Actual 12/31/14) RPTTF amounts should tie to the ROPS 14-15A distribution from the County Auditor-Controller during June 2014					327	378,760		
3	Expenditures for ROPS 14-15A Enforceable Obligations (Actual 12/31/14) RPTTF amounts, H3 plus H4 should equal total reported actual expenditures in the Report of PPA, Columns L and Q						436,932		
4	Retention of Available Cash Balance (Actual 12/31/14) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)				141,287			4F. The \$141,287 is the debt reserve amount previously approved, which will be remitted to the trustee during the ROPS 14-15B period.	
5	ROPS 14-15A RPTTF Prior Period Adjustment RPTTF amount should tie to the self-reported ROPS 14-15A PPA in the Report of PPA, Column S	No entry required						47,677	
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ -	\$ -	\$ -	\$ -	\$ 3,065	\$ 98,262		
<b>ROPS 14-15B Estimate (01/01/15 - 06/30/15)</b>									
7	Beginning Available Cash Balance (Actual 01/01/15) (C, D, E, G = 4 + 6, F = H4 + F4 + F6, and H = 5 + 6)	\$ -	\$ -	\$ -	\$ 141,287	\$ 3,065	\$ 145,939		
8	Revenue/Income (Estimate 06/30/15) RPTTF amounts should tie to the ROPS 14-15B distribution from the County Auditor-Controller during January 2015						236,839		
9	Expenditures for ROPS 14-15B Enforceable Obligations (Estimate 06/30/15)				141,287		334,361	9F. This is the \$141,287 debt reserve amount previously approved, which will be remitted to the trustee during the ROPS 14-15B period.	
10	Retention of Available Cash Balance (Estimate 06/30/15) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)								
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$ -	\$ -	\$ -	\$ -	\$ 3,065	\$ 48,417		







**AGENDA SUMMARY REPORT**

**To:** Honorable Mayor and Council Members

**From:** Rod Wilburn, Public Works Director

**Agenda Title:** ADOPT RESOLUTION ESTABLISHING A NEW MENDOCINO TRANSIT AUTHORITY (MTA) BUS STOP ON HAEHL CREEK DRIVE NEAR THE SOUTHERN INTERSECTION WITH MARCELA DRIVE

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: N/A

**Summary of Request:** Adventist Health and the New Frank R. Howard Memorial Hospital have requested a new MTA Bus Stop be added on Haehl Creek Drive near the south intersection with Marcela Drive. The new curb side bus stop would be located 58.5 feet north of the centerline of Marcela Drive.

The new bus stop will be located between two existing lengths of red curb as shown in the attached drawing and would require an additional 52 feet of red curb. The total length of red curb would then be 94 feet starting at the north side of the Marcela Drive/Haehl Creek intersection and extending north along Haehl Creek Drive. This section of Haehl Creek Drive is posted with "No Parking" signs and the street was designed with an adequate width to allow for parking. Therefore no parking spaces are being lost because of the new bus stop installation.

The bus stop location was reviewed by the Traffic Safety Committee and determined to be an acceptable location for a curb side bust stop. Mr. Dan Baxter, General Manager for MTA was consulted and is in support of providing this service to the new hospital area and agrees with the location. Mr. Baxter informed the City that they will be accessing the new bus stop using the service road between the new hospital and the railroad tracks along the east side of the proposed medical office building complex and new hospital parcels.

The addition of a public transportation alternative to access the new hospital will be invaluable to this community and those citizens in the surrounding communities that want or need to visit the new facilities.

Attachments include a drawing showing the layout of the red curb along Haehl Creek Drive; an aerial view of the bus stop location and bus access route; and details for the new bus stop and shelter construction.

**Recommended Action:** Approve Resolution 2015-XX to establish a bus stop and add an additional 52 feet of red curb at the Haehl Creek Drive and Marcela Drive southern intersection.

**Alternative(s):** None recommended.

**Reviewed by:**  City Manager  City Attorney  Finance Director  Human Resources  Risk

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**RESOLUTION NO. 2015-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS TO CREATE A CURB SIDE BUS STOP AND NO-PARKING ZONE ON HAEHL CREEK DRIVE FOR THE MENDOCINO TRANSIT AUTHORITY**

WHEREAS, the City of Willits continues to support public transportation within the City of Willits and Mendocino County; and

WHEREAS, MTA is responding to the public's request to provide increased bus service within the City of Willits; and

WHEREAS, MTA determined that additional curbside bus stops are necessary to provide the increased service; and

WHEREAS, MTA has identified a location on Haehl Creek Drive; and

WHEREAS, MTA drivers are unable to pull in along the curb when vehicles are parked in front of the Bus Stop signs, requiring passengers to access the bus in the street and constituting a safety concern; and

WHEREAS, City staff has determined the length of the red curb zone for the bus and that there is adequate parking for other vehicles within the nearby surrounding area.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits does hereby proclaim the designation of MTA curb-side bus stop and "no-parking" red curb zones along Haehl Creek Drive.

The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_ seconded by Councilmember \_\_\_\_\_, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 11<sup>th</sup> day of February, 2015, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
BRUCE BURTON, Mayor  
City Council of the City of Willits

ATTEST:

\_\_\_\_\_  
CATHY SANDERS  
Deputy City Clerk

NEW MTA BUS STOP  
FOR THE  
NEW FRANK R. HOWARD  
MEMORIAL HOSPITAL



HYDRANT

EXISTING RED CURB (25')

SIDEWALK

NEW CONCRETE

BUS STOP SHELTER

CENTERLINE

HAEHL CREEK DR.

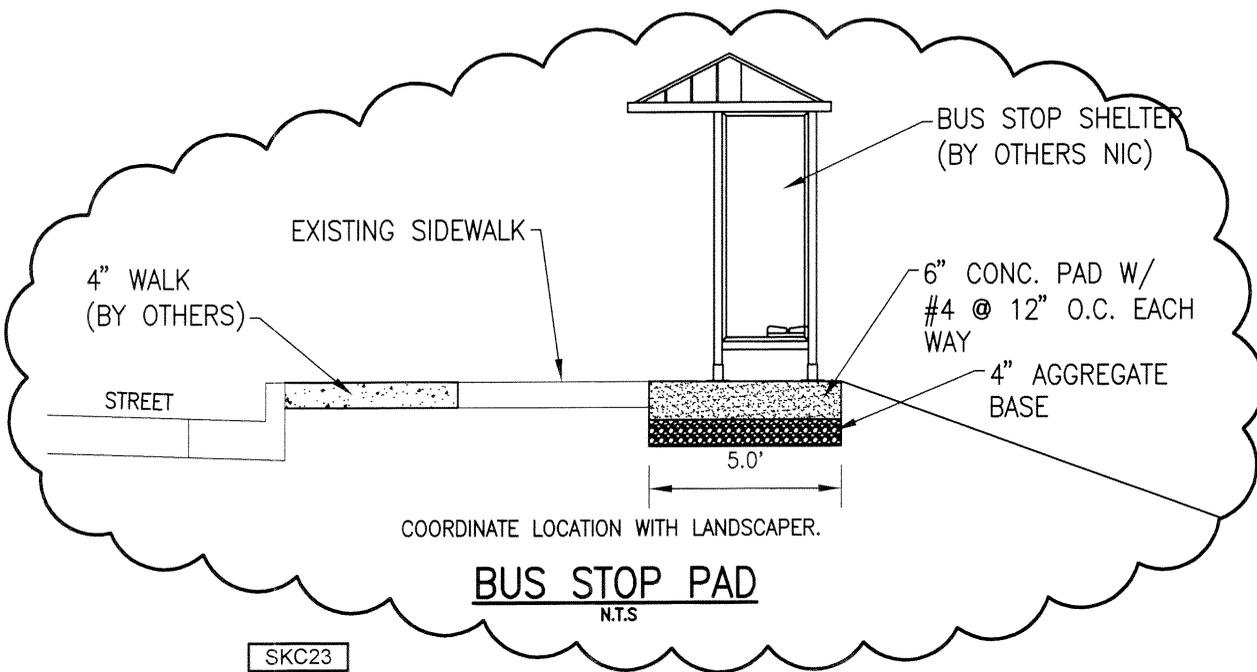
NEW RED CURB (52')

58.5'

EXISTING RED CURB (17')

MARCELA DR.

SCALE: 1" = 20'

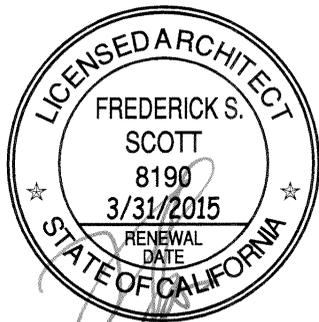
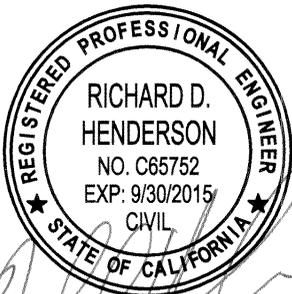


SKC23

OSHPD APP. DATE	DESCRIPTION	DATE	AFO#	CO#	REV#
N/A	PROVIDE STATUE PAD	06/26/2014	0187	N/A	SKC15

**NOTES:**

1. DIMENSIONS ARE TO FACE OF CURB UNLESS NOTED OTHERWISE.
2. FOR DETAILED GRADING AND DRAINAGE AROUND NEW HOSPITAL BUILDING SEE DRAWING C1.4
3. FOR DETAILED GRADING AT CONNECTION DRIVES TO HAEHL CREEK DRIVE, SEE DRAWING C4.2.



This RFI/ASI does not grant authorization for any work that is in violation of all applicable codes. This response does not cause alteration, change or modification to the scope of the project or to the approved documents. These supplemental instructions have been reviewed by the IOR, and appropriate OSHPD Field Staff and are issued by the design professional of record. This response is to be considered a **NOT MATERIALLY ALTERED CONDITION**.

PROVIDE BUS SHELTER PAD	OSHPD No: 102235-23	DA/CO No: ASI 116
A REPLACEMENT HOSPITAL FOR THE FRANK R. HOWARD MEMORIAL HOSPITAL WILLITS, CA	Ref. Dwg: C1.1R7	AFO No: 225
	Date: 09/09/14	Page: 2
HOSPITALS DESIGNERS, INC. 11330 OLIVE BLVD. SAINT LOUIS, MO 63141	Job No: 11207	<b>SK-C23</b>
	Drawn By: JLS	



Baechtel Rd

E Hill Rd

Sandy Ln

Bonnie Ln

Hoop Creek Dr

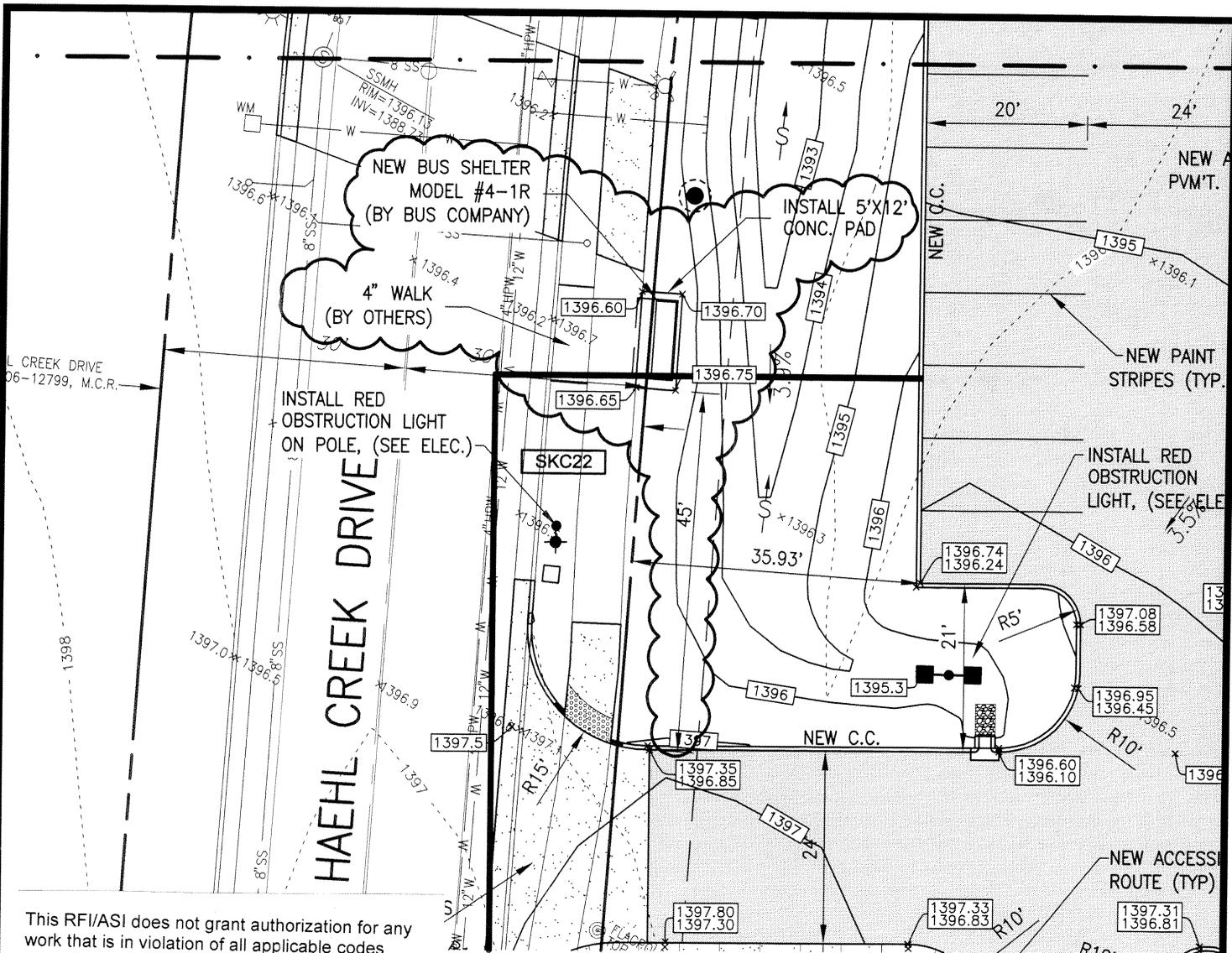
Sanhedrin Cir

NEW MTA  
BUS STOP

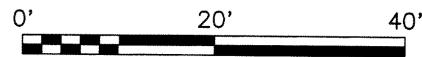
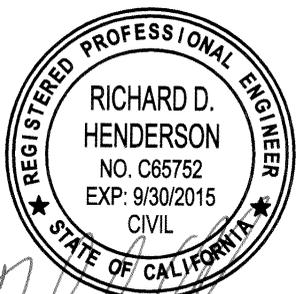
BUS ROUTE

© 2015 Google

Google



This RFI/ASI does not grant authorization for any work that is in violation of all applicable codes. This response does not cause alteration, change or modification to the scope of the project or to the approved documents. These supplemental instructions have been reviewed by the IOR, and appropriate OSHPD Field Staff and are issued by the design professional of record. This response is to be considered a **NOT MATERIALLY ALTERED CONDITION**.



SCALE IN FEET  
Scale: 1"=20'

PROVIDE CONCRETE PAD FOR BUS SHELTER

OSHPD No: 102235-23  
DA/CO No: ASI 116

**A REPLACEMENT HOSPITAL FOR THE FRANK R. HOWARD MEMORIAL HOSPITAL WILLITS, CA**

Ref. Dwg: C2.1R3  
Date: 09/09/14

AFO No: 225  
Job No: 11207  
Page: 1

**HOSPITALS DESIGNERS, INC.**  
11330 OLIVE BLVD. SAINT LOUIS, MO 63141

Drawn By: JLS

**SK-C22**

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
25787	01/16/15	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	522300	150116		P N H 690.237
25788	01/16/15	AFLAC	4036 125 PLAN POLICY PRE	1,357.69	522301	301340		P N H 690.246
25789	01/16/15	MASSMUTUAL RETIREMEN	4870 DEFERRED COMPENSATI	1,490.00	522302	150116		P N H 690.236
25790	01/16/15	FRANCHISE TAX BOARD	695 PAYROLL DEDUCTION	672.64	522303	150116		P N H 690.233
25791	01/16/15	FRANCHISE TAX BOARD	695 PAYROLL DEDUCTION	140.00	522304	150116		P N H 690.233
25792	01/16/15	PERS	256 EMPLOYER CONTRIBUT	23,189.95	522305	150116		P N H 690.229
25792	01/16/15	PERS	256 EMPLOYEE CONTRIBUTI	7,534.70	522305	150116		P N H 690.230
				30,724.65	*CHECK TOTAL			
25793	01/16/15	ANTHEM BLUE CROSS	627 MEDICAL INS PREMIU	73,885.03	522306	000477599B		P N H 690.231
25849	01/30/15	SILVA SEPTIC SERVICE	4577 PORTABLE TOILET RENTA	214.74CR	522299	57995		P N H 100.1041.2101.045
GENERAL CHECK FORM								
			TOTAL	108,405.27				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
25713	12/31/14	YOKUM'S BODY SHOP/JI	640 VEHICLE MAINT UNIT	1,040.74	CR	522297 3059		P M H 100.1022.2044.000
25794	01/30/15	ACS	1432 MONTHLY NEW VISION	3,603.81		522194 1110428		P N W 100.1003.2041.000
25794	01/30/15	ACS	1432 WEBEX REVIEW	85.00		522199 1117021		P N W 100.1003.2105.000
				3,688.81		*CHECK TOTAL		
25795	01/30/15	AFLAC	4036 125 PLAN-POLICY PRE	1,316.28		522201 514775		P N W 690.246
25796	01/30/15	ALTERNATIVE POWER SO	4821 EQUIP MAINT	188.45		522195 102		P N W 100.1050.2041.000
25796	01/30/15	ALTERNATIVE POWER SO	4821 EQUIP MAINT	137.47		522196 103		P N W 201.2011.2041.000
25796	01/30/15	ALTERNATIVE POWER SO	4821 EQUIP MAINT	98.76		522197 104		P N W 201.2011.2041.000
				424.68		*CHECK TOTAL		
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	964.36		522278 187918		P N W 501.5013.2010.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	624.75		522278 187918		P N W 503.5031.2010.000
25797	01/30/15	ARAMARK	4443 VESTS	232.62		522278 187918		P N W 100.1002.2055.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	148.41		522279 16076336		P N W 503.5031.2010.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	114.48		522279 16076336		P N W 503.5033.2010.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	311.75		522280 16066342		P N W 501.5011.2010.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	726.84		522280 16066342		P N W 503.5031.2010.000
25797	01/30/15	ARAMARK	4443 CREDIT	192.64	CR	522281 16083945		P N W 501.5011.2010.000
25797	01/30/15	ARAMARK	4443 CREDIT	221.82	CR	522281 16083945		P N W 503.5033.2010.000
25797	01/30/15	ARAMARK	4443 CREDIT	108.12	CR	522281 16083945		P N W 100.1002.2055.000
25797	01/30/15	ARAMARK	4443 VESTS	57.65		522282 16064566		P N W 100.1002.2055.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	552.86		522282 16064566		P N W 501.5013.2010.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	35.64		522282 16064566		P N W 501.5011.2010.000
25797	01/30/15	ARAMARK	4443 WORK SHIRTS	211.95		522282 16064566		P N W 503.5033.2010.000
				3,458.73		*CHECK TOTAL		
25798	01/30/15	AT&T	4615 WATER	170.81		522198 150119		P N W 503.5030.2015.000
25799	01/30/15	AT&T MOBILITY	4253 POLICE	42.01		522186 1202015		P N W 100.1020.2015.000
25800	01/30/15	AUTO MART	750 VEHICLE MAINT UNIT	23 150.00		522187 956031		P M W 100.1022.2044.000
25800	01/30/15	AUTO MART	750 VEHICLE MAINT UNIT	24 216.25		522188 956032		P M W 100.1022.2044.000
				366.25		*CHECK TOTAL		
25801	01/30/15	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT	236 69.97		522189 18216		P M W 100.1022.2044.000
25801	01/30/15	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT	246 78.02		522190 18217		P M W 100.1022.2044.000
				147.99		*CHECK TOTAL		
25802	01/30/15	BANK OF AMERICA	10 REFRESHMENTS CHIEFS MT	34.98		522200 150118		P N W 100.1020.2199.000
25802	01/30/15	BANK OF AMERICA	10 COMPUTER MAINT	201.15		522200 150118		P N W 100.1020.2041.000
25802	01/30/15	BANK OF AMERICA	10 QUIK CODES PENAL & DM	532.73		522200 150118		P N W 651.6510.2199.000
25802	01/30/15	BANK OF AMERICA	10 MANAGEMENT BOOK	93.33		522200 150118		P N W 651.6510.2199.000
25802	01/30/15	BANK OF AMERICA	10 LOG ME IN PRO	59.00		522203 150118		P N W 100.1001.2055.000
25802	01/30/15	BANK OF AMERICA	10 TRAINING	128.00		522203 150118		P N W 503.5031.2105.000
25802	01/30/15	BANK OF AMERICA	10 ROSEWOOD GAVEL	73.95		522203 150118		P N W 100.1001.2055.000
25802	01/30/15	BANK OF AMERICA	10 WATER PLANT INTERNET	49.99		522203 150118		P N W 503.5030.2015.000
25802	01/30/15	BANK OF AMERICA	10 LOG ME IN PRO	79.00		522203 150118		P N W 100.1001.2055.000

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
25802	01/30/15	BANK OF AMERICA	10 LAFCO MTG LUNCH	48.00	522283	150118		P N W 100.1002.2105.000
				1,300.13	*CHECK TOTAL			
25803	01/30/15	BROWN/ED OR MARILYN	.09359 WATER DEPOSIT REFUND	33.29	522202	10301110012		P N W 503.111
25804	01/30/15	CANON SOLUTIONS AMER	4784 COPIER LEASE	167.87	522206	14535947		P N W 100.1042.2095.000
25804	01/30/15	CANON SOLUTIONS AMER	4784 COPIER LEASE	167.87	522206	14535947		P N W 100.1040.2095.000
				335.74	*CHECK TOTAL			
25805	01/30/15	CAPE	.09360 TRAINING	275.00	522204	2615		P N W 100.1020.2105.000
25806	01/30/15	CORONA/DANIEL	.09361 WATER DEPOSIT REFUND	65.93	522205	10403160006		P N W 503.111
25807	01/30/15	DASH MEDICAL GLOVES	4863 EXAM GLOVES-PPE	383.30	522207	INV0905918		P N W 100.1022.2101.033
25808	01/30/15	DEPARTMENT OF MOTOR	4337 VEHICLE CODE BOOKS 20	299.06	522208	66		P N W 100.1020.2050.000
25809	01/30/15	DEPARTMENT OF TRANSP	581 SIGNALS & LIGHTING	246.96	522209	SL150339		P N W 200.2003.2081.023
25810	01/30/15	EBA ENGINEERING INC	3985 2014 CORP YARD UST	65.50	522213	27228		P N W 201.2011.2081.030
25811	01/30/15	EEL RIVER FUELS	28 FUEL	838.16	522210	365217		P N W 100.125
25811	01/30/15	EEL RIVER FUELS	28 DIESEL FUEL	161.99	522211	366565		P N W 100.126
25811	01/30/15	EEL RIVER FUELS	28 FUEL	338.32	522212	366560		P N W 100.125
				1,338.47	*CHECK TOTAL			
25812	01/30/15	FIREFLY FRAMING	4412 PROCLAMATION FRAME	14.27	522214	15012301		P N W 100.1001.2055.000
25813	01/30/15	FRANCHISE TAX BOARD	695 EARNING WITHHOLDING O	674.80	522264	150130		P N W 690.233
25813	01/30/15	FRANCHISE TAX BOARD	695 EARNING WITHHOLDING O	140.00	522265	150130		P N W 690.233
				814.80	*CHECK TOTAL			
25814	01/30/15	G-NEIL COMPANIES	239 ATTENDANCE CONTROLLERS	65.88	522215	INV2668185		P N W 100.1020.2055.000
25815	01/30/15	GAMBLE/BRANDI	4480 LODGING	620.20	522217	2817833		P N W 100.1020.2105.000
25815	01/30/15	GAMBLE/BRANDI	4480 PER DIEM	200.00	522217	2817833		P N W 100.1020.2105.000
				820.20	*CHECK TOTAL			
25816	01/30/15	GOLDEN STATE OVERNIG	4728 EVIDENCE SHIPPING	20.31	522216	2711684		P N W 100.1022.2101.031
25817	01/30/15	GRAINGER	173 SAFETY SUPPLIES	106.61	522218	833150337		P M W 100.1041.2101.033
25818	01/30/15	HERTZ EQUIPMENT RENT	3979 TRENCHER RENTAL	150.15	522220	27826690-001		P N W 503.5031.4003.038
25819	01/30/15	HODGE/CHAD	.09362 WATER DEPOSIT REFUND	42.37	522219	10303270005		P N W 503.111
25820	01/30/15	I B E W	255 EMPLOYEE CONTRIBUTION	443.05	522221	150116		P N W 690.235

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
25821	01/30/15	INTEGRITY SHRED LLC	4932 DOCUMENT SHREDDING	50.00	522222	46573		P N W 100.1002.2055.000
25822	01/30/15	JDS	4324 PARKING CITATION ADMI	100.00	522223	5109		P N W 100.1020.2081.030
25823	01/30/15	KILLION/FRED	4607 CITY HALL JANITORIAL	800.00	522224	150126		P M W 100.1016.2061.020
25823	01/30/15	KILLION/FRED	4607 JANITORIAL	130.00	522225	OW&ENG14/15-07		P M W 100.1040.2081.030
25823	01/30/15	KILLION/FRED	4607 JANITORIAL	130.00	522225	OW&ENG14/15-07		P M W 100.1042.2081.030
				1,060.00	*CHECK TOTAL			
25824	01/30/15	LAVENDUSKEY/CAYLIE	4582 LUNCH PER DIEM	36.00	522228	150128		P N W 100.1020.2106.000
25825	01/30/15	LEEF/KEVIN	4809 LODGING	620.20	522226	2817834		P N W 100.1020.2105.000
25825	01/30/15	LEEF/KEVIN	4809 PER DIEM	200.00	522226	2817834		P N W 100.1020.2105.000
				820.20	*CHECK TOTAL			
25826	01/30/15	LIEBERT CASSIDY WHIT	433 LEGAL SERVICE	905.50	522229	1398553		P N W 100.1005.2061.010
25827	01/30/15	LINCOLN AQUATICS	4106 BLDG MAINT	343.74	522230	SI256076		P N W 100.1050.2045.000
25828	01/30/15	MASSMUTUAL RETIREMEN	4870 DEFERRED COMPENSATI	1,490.00	522234	150130		P N W 690.236
25829	01/30/15	MEDORA CORPORATION	4762 SOLARBEE LEASE	2,724.75	522232	75641		P N W 503.5033.2095.000
25830	01/30/15	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	522233	150130		P N W 690.237
25831	01/30/15	MENDOCINO JANITORIAL	4255 PD JANITORIAL	1,100.00	522235	223748		P M W 100.1016.2061.020
25831	01/30/15	MENDOCINO JANITORIAL	4255 WAX & POLISH PD FLOOR	250.00	522235	223748		P M W 100.1016.2061.020
				1,350.00	*CHECK TOTAL			
25832	01/30/15	MONTEZ/SCOTT	.09364 WATER DEPOSIT REFUND	32.16	522231	10304260003		P N W 503.111
25833	01/30/15	NOR-CAL RECYCLED ROC	4067 SLURRY/COLDMIX	378.04	522236	9220		P N W 202.2020.2101.035
25834	01/30/15	ONTRAC	4891 SHIPPING	74.72	522238	8123590		P M W 501.5013.2061.015
25835	01/30/15	OUR DAILY BREAD	651 3RD QTR PAYMENT	750.00	522237	150131		P N W 100.1070.3042.000
25836	01/30/15	P G & E COMPANY	114 ENGINEERING	51.66	522240	150116		P N W 100.1042.2110.000
25836	01/30/15	P G & E COMPANY	114 PARKS	229.16	522240	150116		P N W 100.1050.2110.000
25836	01/30/15	P G & E COMPANY	114 SEWER	37.15	522240	150116		P N W 501.5013.2110.000
25836	01/30/15	P G & E COMPANY	114 WATER	21.30	522240	150116		P N W 503.5033.2110.000
25836	01/30/15	P G & E COMPANY	114 PUBLIC WORKS	51.66	522240	150116		P N W 100.1040.2110.000
				390.93	*CHECK TOTAL			
25837	01/30/15	PACE SUPPLY CORP	12 METERS	585.19	522247	22609925		P N W 503.5031.2041.000
25837	01/30/15	PACE SUPPLY CORP	12 USA MARKING SUPPLIES	107.17	522248	22610935		P N W 503.5033.2101.045
25837	01/30/15	PACE SUPPLY CORP	12 USA MARKING SUPPLIES	115.82	522249	22610937		P N W 501.5011.2101.045
25837	01/30/15	PACE SUPPLY CORP	12 USA MARKING SUPPLIES	107.17	522250	22610945		P N W 201.2012.2101.045

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
25837	01/30/15	PACE SUPPLY CORP	12 REPLACEMENT PARTS	1,232.98	522251	22601417		P N W 503.5033.2041.000
25837	01/30/15	PACE SUPPLY CORP	12 REPAIR MATERIALS	68.85	522252	22614071		P N W 503.5031.2041.000
25837	01/30/15	PACE SUPPLY CORP	12 FITTINGS	65.16	522253	22614351		P N W 503.5031.2041.000
25837	01/30/15	PACE SUPPLY CORP	12 METERS	145.93	522254	22616298		P N W 503.5031.2041.000
25837	01/30/15	PACE SUPPLY CORP	12 EMERGENCY WTR LINE SU	371.58	522255	22617886		P N W 503.5031.4003.038
25837	01/30/15	PACE SUPPLY CORP	12 METERS	104.23	522256	22616298-1		P N W 503.5031.2041.000
25837	01/30/15	PACE SUPPLY CORP	12 EMERG WATER LINE SUPP	241.77	522257	22617886-1		P N W 503.5031.4003.038
25837	01/30/15	PACE SUPPLY CORP	12 WATER VALVE REPLAC	11,196.34	522258	12583245	003677	P N W 503.5033.4003.000
25837	01/30/15	PACE SUPPLY CORP	12 EMRG WTR LINE PARTS	1,481.31	522259	22573971-2		P N W 503.5031.4003.038
25837	01/30/15	PACE SUPPLY CORP	12 FITTINGS	61.12	522260	22635620		P N W 503.5031.2041.000
				15,884.62	*CHECK TOTAL			
25838	01/30/15	PACIFIC TELEMANAGEME	4767 AIRPORT PAYPHONE	50.00	522243	720060		P M W 500.5001.2110.000
25839	01/30/15	PERS	256 EMPLOYER CONTRIBUT	22,167.30	522244	150130		P N W 690.229
25839	01/30/15	PERS	256 EMPLOYEE CONTRIBUTI	7,339.24	522244	150130		P N W 690.230
				29,506.54	*CHECK TOTAL			
25840	01/30/15	PETERSEN/PETE	4896 TRANING BOOKS	50.00	522246	666344		P N W 501.5013.2105.000
25841	01/30/15	PITNEY BOWES	4507 POSTAGE	2,086.48	522245	150111		P N W 100.1002.2055.000
25842	01/30/15	PRINTING X PRESS	128 WORK ORDERS	591.82	522241	82875		P M W 100.1040.2055.000
25843	01/30/15	RAMMING/TIM	127 BUSINESS CARDS	147.05	522239	2739		P M W 100.1020.2055.000
25843	01/30/15	RAMMING/TIM	127 POSTERS/POSTCARDS	101.98	522242	2774		P M W 600.601
				249.03	*CHECK TOTAL			
25844	01/30/15	ROGERS/CYNDA & GLENN	.09365 WATER OVERPAYMENT	72.10	522261	10105880002		P N W 503.0503.6600.000
25845	01/30/15	SAID/CINDERELLA	.09367 WATER DEPOSIT REFUND	38.33	522268	10204835004		P N W 503.111
25846	01/30/15	SANTA ROSA JUNIOR CO	4765 PERISHABLE SKILLS TRAI	92.00	522262	AR15-01064		P N W 100.1020.2106.000
25847	01/30/15	SCOTT'S TANKS	4275 ELBOW/PVC CEMENT/PRIM	173.00	522270	33101		P M W 501.5013.2041.000
25847	01/30/15	SCOTT'S TANKS	4275 PVC PARTS	35.61	522273	33109		P M W 501.5015.2041.000
25847	01/30/15	SCOTT'S TANKS	4275 PVC PARTS	61.59	522274	33106		P M W 501.5015.2041.000
				270.20	*CHECK TOTAL			
25848	01/30/15	SHANNON/TARA	4475 KEYS	18.88	522275	2030		P M W 100.1016.2025.000
25849	01/30/15	SILVA SEPTIC SERVICE	4577 PORTABLE TOILET RENTA	214.74	522269	57995		P N W 100.1041.2101.045
25850	01/30/15	SMITH/JOSHUA	.09366 WATER DEPOSIT REFUND	18.17	522267	10402801509		P N W 503.111
25851	01/30/15	STATE OF CALIFORNIA	843 DUI ANALYSIS - DEC 20	245.00	522266	78913		P N W 100.1020.2061.014
25852	01/30/15	THOMSON REUTERS - WE	4122 LEGAL UPDATES	30.55	522276	831113229		P N W 100.1004.2050.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
25853	01/30/15	TRAINING FOR SAFETY	.09368 TUITION	296.00	522277	150128		P N W 100.1020.2106.000
25854	01/30/15	UKIAH PAPER SUPPLY I	164 SOAP/PAPER TOWELS	293.54	522284	436856		P N W 100.1016.2025.000
25855	01/30/15	VERIZON WIRELESS	4828 POLICE	4.65	522285	9738915190		P N W 100.1020.2015.000
25855	01/30/15	VERIZON WIRELESS	4828 PUBLIC WORKS	18.89	522286	9738915191		P N W 100.1040.2015.000
25855	01/30/15	VERIZON WIRELESS	4828 CODE ENFORCEMENT	20.18	522286	9738915191		P N W 100.1011.2015.000
25855	01/30/15	VERIZON WIRELESS	4828 SEWER	37.38	522286	9738915191		P N W 501.5013.2015.000
25855	01/30/15	VERIZON WIRELESS	4828 POOL	38.01	522286	9738915191		P N W 100.1030.2101.045
				119.11	*CHECK TOTAL			
25856	01/30/15	W P O A	262 EMPLOYEE CONTRIBUTION	973.94	522292	150116		P N W 690.234
25857	01/30/15	WEIR FLOWAY INC	4946 PUMP REPAIR	36,435.50	522295	99522	003679	P N W 503.5033.2041.000
25858	01/30/15	WELLS FARGO EQUIPMEN	4677 INTEREST	307.62	522294	9876120		P N W 501.5011.3002.000
25858	01/30/15	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,256.86	522294	9876120		P N W 501.5011.3001.000
				4,564.48	*CHECK TOTAL			
25859	01/30/15	WILLITS CHAMBER OF C	300 2ND QTR TOT PAYMENT	6,943.75	522290	150131		P N W 100.1070.3030.000
25860	01/30/15	WILLITS COMMUNITY SE	656 3RD QTR PAYMENT	1,500.00	522289	150131		P N W 100.1070.3040.000
25861	01/30/15	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	522287	150130		P N W 690.248
25861	01/30/15	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	522291	150116		P N W 690.248
				40.00	*CHECK TOTAL			
25862	01/30/15	WILLITS ONLINE LLC	4108 SEWER PLANT INTERNET	189.00	522293	400127		P N W 501.5013.2015.000
25863	01/30/15	WILLITS SENIORS INC	301 3RD QTR PAYMENT	1,875.00	522288	150131		P N W 100.1070.3031.000
25864	01/30/15	YOKUM'S BODY SHOP, I	4609 VEHICLE MAINT UNIT	1,040.74	522296	3059		P N W 100.1022.2044.000
25865	01/30/15	101 TRAILER AND RV	474 BREAKAWAY CABLE	13.61	522298	122164		P N W 503.5033.2041.000
GENERAL CHECK FORM			TOTAL	129,955.01				



**CITY OF WILLITS**  
**BUILDING AND SAFETY**  
111 E. Commercial St. Willits, Ca. 95490  
(707) 459-7122

**DATE:** 2/5/2015

**TO:**

**Mendocino County Assessor**  
**Att: Joe**  
**501 Low Gap Rd., 1020**  
**Ukiah, CA. 95482**

**FROM:** Building Department, City of Willits

**RE:** Permit Completion for Month of January, 2015

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
<b>The following permits were issued.</b>					
006-254-10	Water ling repair & replacement	10 Holly St.	300.00	1/08/15	8312
005-144-13	Bathroom addition	236 E. Commercial St.	12,000.00	1/09/15	8313
005-232-05	Kitchen remodel	265 Redwood Ave.	20,000.00	1/09/15	8314
005-141-2	Demolish house	24 State St.	5,000.00	1/20/15	8315
006-046-42	Replace electric service panel	395 S. Main St.	1,000.00	1/22/15	8316
006-181-28	Install gas service	154 Franklin Ave.	1,000.00	1/26/14	8317
<b>COMPLETED PROJECTS</b>					
006-181-28	Install gas service	154 Franklin Ave.	1,000.00	1/26/14	8317
006-046-42	Replace electric service panel	395 S. Main St.	1,000.00	1/22/15	8316
006-046-42	Tenant improvements	399 S. Main St.	17,500.00	11/12/14	8300
006-254-10	Water ling repair & replacement	10 Holly St.	300.00	1/08/15	8312
005-100-29	Install propane dispenser	180 N. Main St.	2500.00	7/14/14	8260
007-232-55	Single family residence	420 Grove St.	255750.00	8/14/14	8285

---

**W. Frank Howard**  
City of Willits Interim Building Inspector

***New Business License - January 2015***

<b><i>Name</i></b>	<b><i>Owner</i></b>	<b><i>Address</i></b>	<b><i>Date Issued</i></b>	<b><i>Type of Bussiness</i></b>
BL#				
	Groundwater & Environmental	5046 Commercial Cir.		
6433	Services Inc	Anthony Kull Concord CA	1/23/2015	Environmental Consulting
6434	Mama Maya's Kitchen	Maya Youngstrom 3359 Ridgewood Rd	1/23/2015	Baked Goods
6435	KTK Service Co.	Kevin Klay 1750 S Main St #38	1/23/2015	Mobile Computer Repair
6436	Logan Co.	Logan Schafer 45 Bush St #1	1/23/2015	Handyman
6437	Haley Trimmer Design	Haley Trimmer 1200 Blosser Ln	1/23/2015	Internet Based Graphic Design
6438	Flower Lady of Willits	Katelyn and Eric Garcia 242 S Main St	1/23/2015	Florist
6439	Carl's Classic Cuts & Fits	Thomas Gallups Jr 1468 S Main St	1/23/2015	Barber Shop
6440	Peter's Sushi & Chinese Food	Lucky Star Restaurant 379 S Main St	1/23/2015	Restaurant
6441	Mom's Buffet	See Ping Bog Ng 1482 S Main St	1/23/2015	Restaurant



# City of Willits

## Sales Tax Digest Summary

Collections through December 2014  
Sales through September 2014 (2014Q3)

### CALIFORNIA'S ECONOMIC OUTLOOK

California sales tax receipts increased by 6.2% over the same quarter from the previous year, with Northern California reporting a 6.7% increase compared to 5.7% for Southern California. Receipts for the City of Willits changed by -18.5% over the same periods.

ShopperTrak predicts that Super Saturday, the last day before Christmas, will surpass Black Friday for holiday spending this year. Stores opening Thanksgiving Day has had an impact on shifting sales throughout the fourth quarter. The National Retail Federation is predicting a 4.1% increase in sales for the holiday season, (including online retail sales), which is higher than 2013's 3.1% and more than 4% for the first time since 2011.

The Average Retail Price per gallon of Regular Gasoline in California is \$2.75. The price is providing the US economy with a multi-billion dollar boost. Low-income and middle-income Americans, who have received only modest wage increases since the economic recovery began in 2009, have benefitted the most. Falling oil prices have negatively impacted countries that are dependent on high prices to pay for costly foreign ventures, like Russia's intervention in the Ukraine and Iran's support of Syria.

### LOCAL RESULTS

#### Net Cash Receipts Analysis

Local Collections	\$378,222
Share of County Pool (10.48%)	5,216
Share of State Pool (.02%)	234
SBE Net Collections	383,673
Less: Amount Due County 0.0%	.00
Less: Cost of Administration	(3,814)
Net 3Q2014 Receipts	379,859
Net 3Q2013 Receipts	466,019
Actual Percentage Change	-18.5%

#### Business Activity Performance Analysis

Local Collections	\$378,222
Less: Payments for Prior Periods	(2,197)
Preliminary 3Q2014 Collections	376,025
Projected 3Q2014 Late Payments	895
Projected 3Q2014 Final Results	376,920

# City of Willits

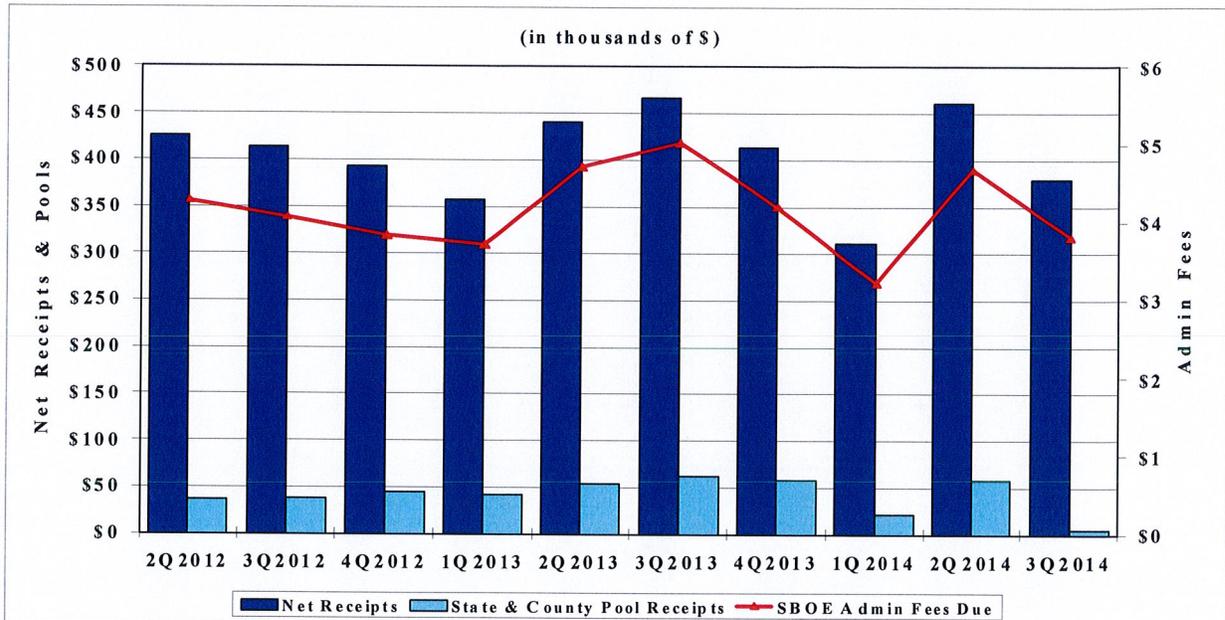
Actual 3Q2013 Results

398,193

Projected Percentage Change

-5.3%

## HISTORICAL CASH COLLECTIONS ANALYSIS BY QUARTER



## TOP 25 SALES/USE TAX CONTRIBUTORS

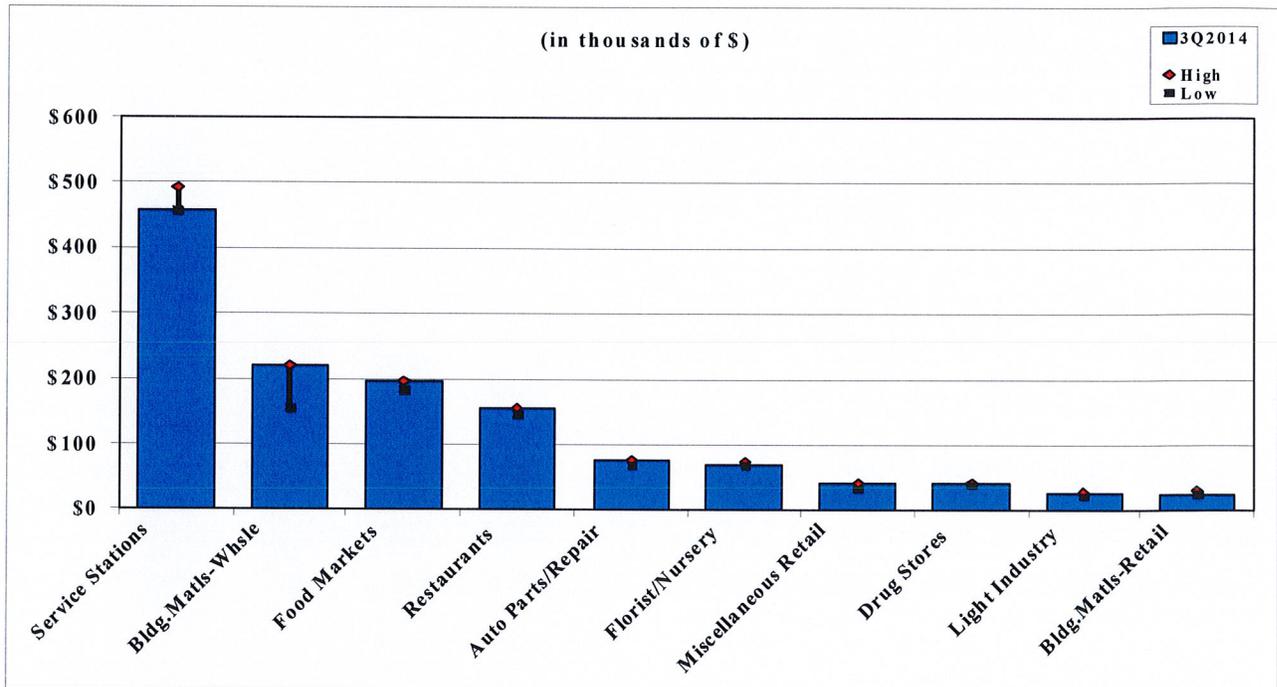
The following list identifies Willits's Top 25 Sales/Use Tax contributors. The list is in alphabetical order and represents sales from October 2013 to September 2014. The Top 25 Sales/Use Tax contributors generate 73.9% of Willits's total sales and use tax revenue.

ARCO AM/PM MINI MARTS	PETERSON TRACTOR
BROWN'S CORNER	REDWOOD TREE SERVICE STATIONS
CHEVRON SERVICE STATIONS	RITE AID DRUG STORES
COAST HARDWARE TRUE VALUE	SAFEWAY SERVICE STATIONS
FLYERS SERVICE STATIONS	SAFEWAY STORES
J.D. REDHOUSE & COMPANY	SHELL SERVICE STATIONS
LES SCHWAB TIRE CENTERS	SPARETIME SUPPLY
LITTLE LAKE AUTO PARTS	TACO BELL
MARIPOSA MARKET	TOWER MART SERVICE STATIONS
MCDONALD'S RESTAURANTS	VILLAGE MARKET & LIQUOR
MENDO MILL & LUMBER COMPANY	VILLAGE MARKET & LIQUOR SERVIC
NORCAL RECYCLED ROCK/AGGREGATE	WILLITS POWER EQUIPMENT
ONE-O-ONE TRAILER & RV	

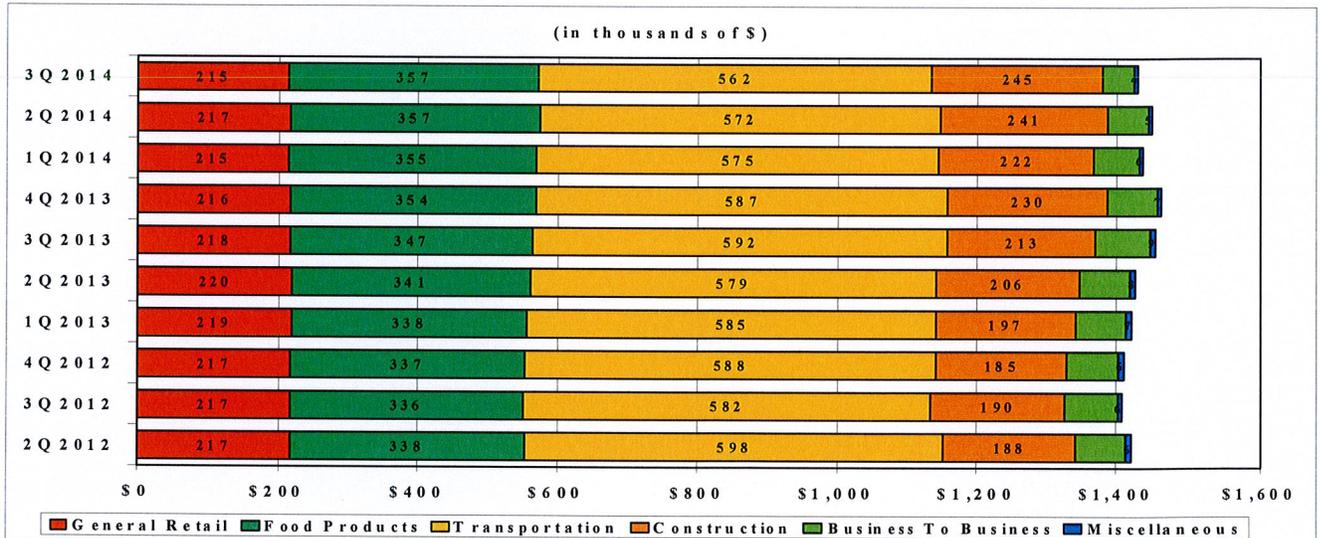
# City of Willits

## HISTORICAL SALES TAX AMOUNTS

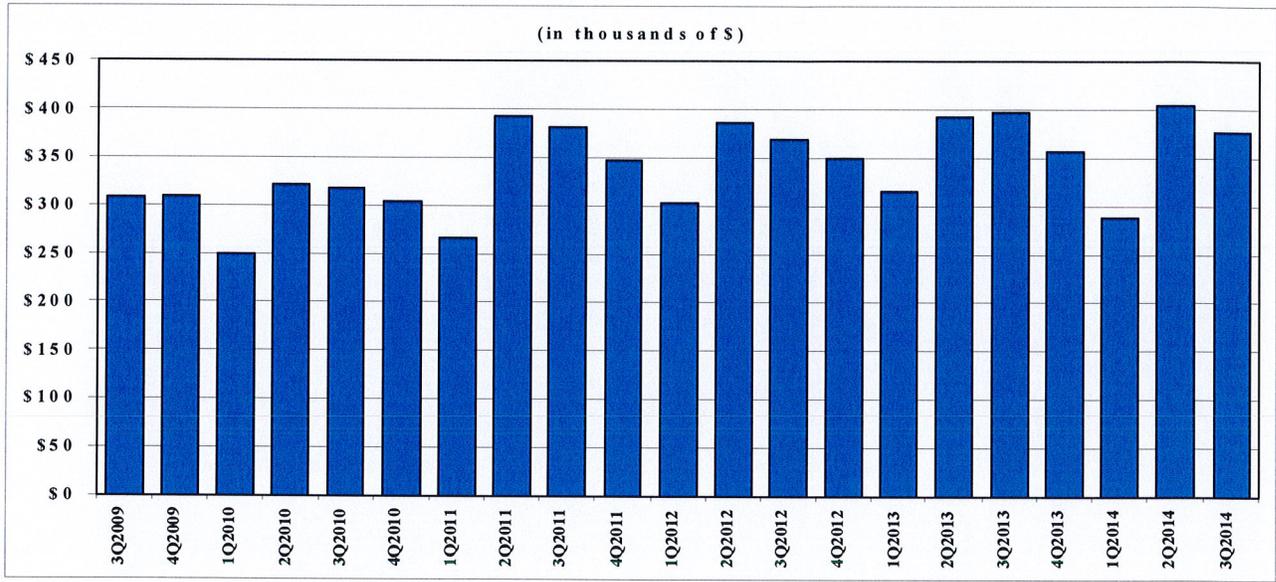
The following chart shows the sales tax level from sales through September 2014, the highs, and the lows for each segment over the last two years.



## ANNUAL SALES TAX BY BUSINESS CATEGORY

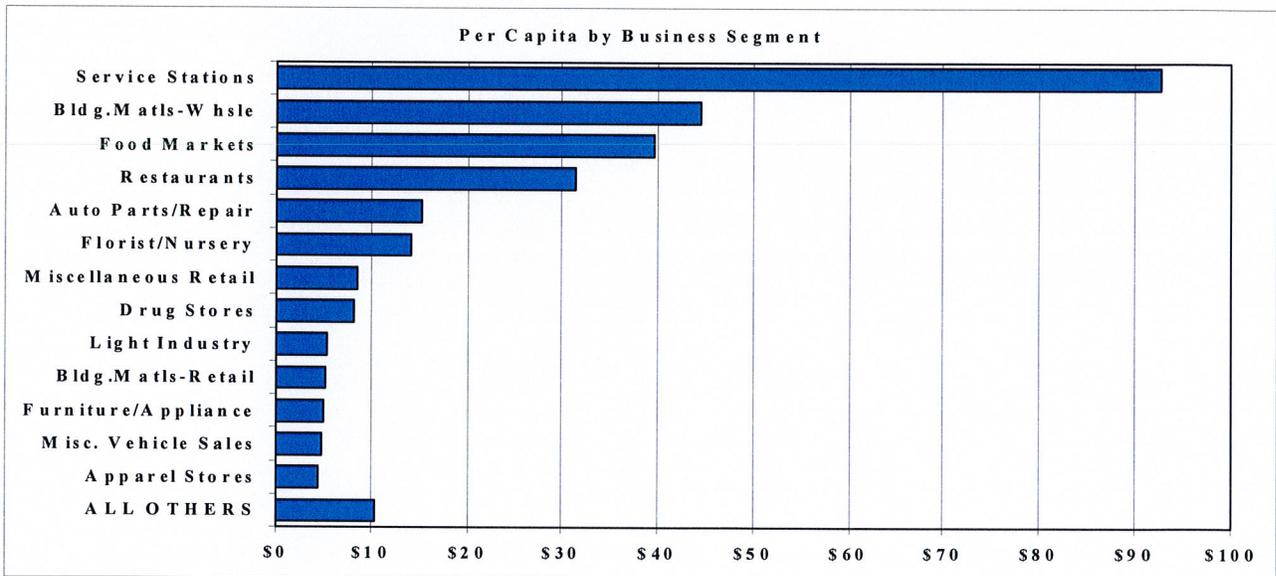


## FIVE-YEAR ECONOMIC TREND: All Businesses



## PER CAPITA BY BUSINESS SEGMENT

This chart shows sales tax per capita from business segments from October 2013 to September 2014.



## **FINAL RESULTS: April-June 2014 Sales**

Local Net Cash Collections	\$460,546
Less: Pool Amounts	(\$53,178)
Less: Prior Quarter Payments	(\$5,703)
Add: Late Payments	\$3,906
Local Net Economic Collections after Adjustments	<hr/> \$405,571
Percent Change from January-March 2013 Sales	UP BY 3.4%

## **MUNISERVICES' ON-GOING AUDIT RESULTS**

This Quarter	\$4,845
Total to Date	\$759,659